


# How to Create a VoiceThread

This guide will introduce you to the basic VoiceThread interface and take you through the simple steps involved with creating a private VoiceThread, viewable only by those you share the link with. The VoiceThread may also be embedded in a course management system, on a blog, or other website.

## Getting Started

- ◆ Go to <http://www.voicethread.com>
- ◆ Click on "Sign In or Register" 
- ◆ Sign in to an existing account or click Register if you're a new user.
- ◆ Once you are signed in to your account, you'll see the basic account navigation page. Notice the three important tabs at the top: **Browse**, **Create**, and **My Voice**.

**Browse:** Click on this tab to review all the VoiceThreads ever created that authors have chosen to place in "Browse." When you create your own VT, you will have the choice to place yours here or exclude it for more privacy.

**Create:** Click on this tab to create a new VoiceThread. After you've created a VoiceThread, it will appear in your MyVoice tab.

**MyVoice:** Click on this tab to view thumbnails of all the VoiceThreads you've created, you've been invited to and you've subscribed to. The small yellow quote bubble icon signals that the VoiceThread has unread comments.



# How to Create a VoiceThread

## 3 Simple Steps: Upload, Comment, and Share

◆ To get started, click on the “Create” tab.



1





**Upload: Select your media** - Select from media you’ve created (Powerpoints, images, documents, movie files, PDFs or Excel spreadsheets) or explore the freedom and time saving potential of utilizing the existing content accessible in the Media Sources area.

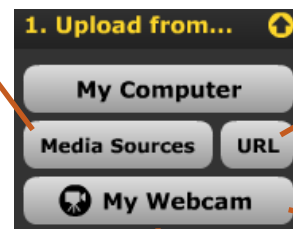
◆ Click here. →

1. Upload



◆ In the “1. Upload from...” area, select where you’ll import your media from. These are your options:

	Media Sources
	<b>My VoiceThreads:</b> import files directly from other VoiceThreads you’ve authored
	<b>Flickr:</b> import images from your Flickr account or select from thousands of Creative Commons licensed images!
	<b>Facebook:</b> import images from your Facebook account
	<b>New York Public Library:</b> Free and open access to over 700,000 images



upload files from your computer

upload a file hosted online at a specific url (doesn’t work for video files, i.e. YouTube)

Record a brief video message with your webcam.


As you select your media for your VoiceThread, keep in mind that you may import items from a variety of sources into one VoiceThread. Get creative! Start an American History presentation with an image from the New York Public Library’s Native American Portraiture collection. Or end your discussion with a creative image from Flickr’s Creative Commons licensed images. Mix it up and have fun! And always remember you can come back later to rearrange the order of your slides or add more.

# How to Create a VoiceThread

**2 comment** - Add your own comments to your slides in text, voice, or video format. You may delete your comments at any time.

Click here. → **2. Comment** 

Locate the slide(s) on which you'd like to comment. Click on the left and right arrows (if you have multiple slides) to pan through your VoiceThread pages.

When you are ready to leave a comment, click on the  button to reveal the Comment Panel illustrated below.

## The Comment Panel



Record a voice comment with your phone (free accounts are limited to 3 free phone minutes - 1 hour can be purchased for \$10)

Record a video comment with your web cam

Record a voice comment with a microphone

Type a comment

Upload a pre-recorded .mp3 audio comment (PRO Accounts Only)

Click here to go to the next slide

# How to Create a VoiceThread

## 3 Share - Choose between three privacy settings: Secure, Semi Private, and Public.

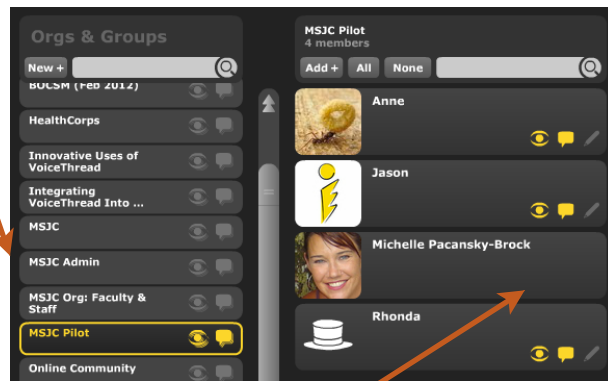
For more help with Groups & Sharing, go to:

[http://voicethread.com/support/howto/Groups\\_and\\_Sharing/](http://voicethread.com/support/howto/Groups_and_Sharing/)

Click here. → **3. Share** 

**Secure Sharing:** Only members of a group will be able to access your VoiceThread.

- Under "Orgs & Groups," click on the name of the Group you'd like to share your VoiceThread with.
- Select the eyeball icon to give everyone in this group permission to view the VoiceThread.
- Click the comment bubble icon to grant each group member permission to comment in the VoiceThread.
- You will see these selections reflected in the right column next to the name of each group member. On the right, you also have the ability to refine these permissions by member (disable view or commenting by user) and you can also click on the pencil icon to grant permission to each user to edit the VoiceThread. Editing allows them to add new slides containing their own media and it also gives them the ability to delete slides or the entire VoiceThread.



### Semi Private & Public Sharing:

- **Semi Private:** Users who have access to the link will be able to see and participate in the VoiceThread. It will not be retrievable in web searches and will not appear on the "Browse" page of VoiceThread.com.
- **Public:** The VoiceThread will be available on the Browse page of the VoiceThread website and may be found through web searches.
- At the bottom, click on "Publishing Options."



# How to Create a VoiceThread

- The chart below explains the effect of selecting each publishing option.

Publishing Options for this VoiceThread	
<b>Allow anyone to View?</b>	
<input type="checkbox"/> Only you can view this VT	<input checked="" type="checkbox"/> Only those with the link will have access to this VT.
<b>Allow anyone to Comment?</b>	
<input type="checkbox"/> No comments accepted.	<input checked="" type="checkbox"/> Comments allowed by those who have access to the VT.
<b>Moderate Comments?</b>	
<input type="checkbox"/> Comments appear immediately	<input checked="" type="checkbox"/> After each comment is made, you must approve it before it is visible to others.
<b>Show on Browse page?</b>	
<input type="checkbox"/> This VT will not appear in the "Browse" section on VoiceThread's homepage.	<input checked="" type="checkbox"/> This VT is viewable in the "Browse" section on VoiceThread's homepage - public to the world!

## For a Semi-Private VoiceThread:

Publishing Options for this VoiceThread	
<b>Allow anyone to View?</b>	<input checked="" type="checkbox"/>
<b>Allow anyone to Comment?</b>	<input checked="" type="checkbox"/>
<b>Moderate Comments?</b>	<input type="checkbox"/>
<b>Show on Browse page?</b>	<input type="checkbox"/>
Everyone can view and comment on this VoiceThread. It will never show up on the Browse page or in search results. You are the only person who can edit this VoiceThread.	
<b>save</b>	<b>cancel</b>

The Publishing Options selected in this illustration create a semi-private VoiceThread. This combination results in a VoiceThread that accepts comments but does not appear in the public Browse area of VoiceThread and is not found through web searches (i.e. Google).

Of course, you need to find a combination that works for your own needs but this is a great starting point.

**Tip!** Consider turning Comment Moderation on to use VoiceThread as an assessment tool for objective tests.

**For a Public VoiceThread** also select the "Show on Browse page" option above.

# How to Create a VoiceThread

- ◆ **Get the Link to your VoiceThread.** Once you have copied the link to your clipboard, you can email it to students or link it on a website or into a course management system (Blackboard, Moodle, etc.). When they click on the link, they will be taken directly to the first page of your VoiceThread.

Remember, if you have selected the Secure share settings, only people who are members of the group or groups with which the VoiceThread has been shared will be granted access to the VoiceThread. Keep this in mind before emailing the link.

- ◆ Click on  **Get a Link** 

- ◆ Click on  **Copy the Link** 

- ◆ The link to your VoiceThread is now copied to your computer's clipboard. You may now "paste" the link into an email, a website or your course management system. To paste, go to Edit (top toolbar) and select Paste or Control+V (on a pc) or Command+V (on a mac).

# How to Create a VoiceThread

**More Share Options!** Check out a few of the other features available in the Share panel.

We've just explored the Publishing Options button but take some time to check out the Playback Options, Export and Embed features too.



**Playback Options for this VoiceThread**

Wait  seconds before turning the page.

Start playing when opened? ☒

Show fullscreen when opened? ☐

Allow others to download original images and documents? ☒

Hide final share page? ☐

Allow others to Export? ☒

**save**

In general, the default Playback Options (shown here) work well. However, if you are integrated copyrighted material into your VoiceThread, it's a good idea to deselect "Allow others to download original images and documents" and "Allow others to Export." This way you are preventing the copyrighted material from being "copied" by others.



So, you've created an amazing VoiceThread and you want to share it somewhere offline or you want to archive it. No problem! You have the option to Export your VoiceThread into a quicktime .mov file. If you are using a free account, there is a small fee for exports but if you have a PRO account, many are included at no additional cost. The movies include all comments and doodles! And...they're formatted to play on an iPod...instant podcast content!

# How to Create a VoiceThread

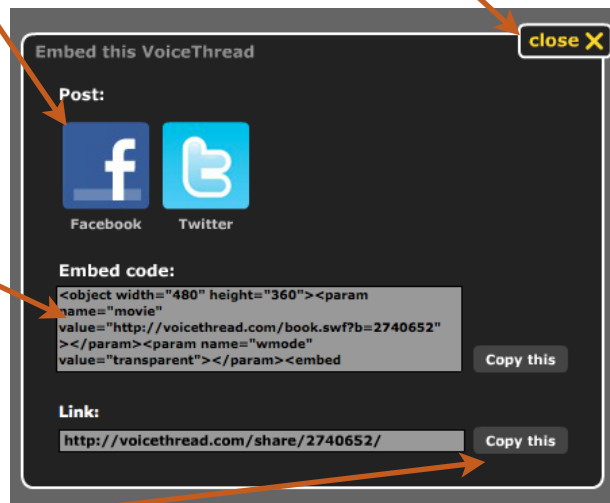
## ◆ Embed

**Option 1** - Share to your Facebook or Twitter account.

**Option 2** - Use the Embed code to embed the VoiceThread on another webpage or in a course management system. Click on the "Copy this" button. Then paste the code into the html source view of a text editor box in your webpage or course management system (i.e. Blackboard, Moodle, etc.).

**Option 3** - Here is another place you can copy a link to your VoiceThread. Just click on the "Copy This" button to copy the url (web address) for your individual VoiceThread. This will automatically copy the url to your computer's clipboard. Then you can paste it into an email or create a link to your VoiceThread in your Course Management System (i.e. Blackboard) or on a website.

Click here when you're finished! If you haven't given your VoiceThread a title yet, you'll be prompted to after clicking "done."





# How to Create a VoiceThread

**Tips!** Here are a few more ideas to keep you moving along smoothly.

## How do I find the VoiceThread I just created?

To access your existing VoiceThreads, click on the **MyVoice** tab at the top of any page on VoiceThread's website. This is kind of like your email inbox. You will find all the VoiceThreads you've created here, in addition to any that have been shared with you, you've subscribed to, and some helpful tutorials. Use the links on the top left to filter your VoiceThreads and the search box to find what you're looking for. To view a VoiceThread, just click on it. To edit the VoiceThread (return to the Create panel) which allows you to add new slides, replace existing slides, or adjust the share settings, click on the menu gear icon in the lower right corner of a thumbnail view.



The Menu icon reveals the following tools:

**Delete** this thread.

**Make a Copy** of this thread (very helpful!). Click for more options.

**Edit** returns you to Step 1 in the Create process (shuffle slides, add/delete slides, title slides, etc.). This is where you click to make changes to the VT.

**Share** returns you to Step 3 in the Create process.

## Do I have to recreate my VoiceThreads for each future class?

No! After you've located the VoiceThread you want to duplicate in your MyVoice area, utilize the "Make a Copy" option by clicking on the menu gear icon. It provides you many quick, simple ways to duplicate your content with "just your comments," with "all comments" or with "no comments." From there you can further customize the newly copied VoiceThread which will also appear in your MyVoice area. Don't forget to give the new one a unique name!